

# DES Safety Sub-Committee Meeting Summary

**Date:** November 25, 2013

**Location:** West Sacramento, Library, 2<sup>nd</sup> Floor Room 231a

**Call In:** (916) 574-2557

**Time:** 9:00 am-10:00 am

**Attendees:** Mike Dempsey; Ryan Keith; Donald Guy; Petra Lee; Tim Smith; Ofelia Bogdan; Scott Waller; Jeremy Del Cid; Steve San Julian (on phone); Allan Wong

**Absent:** Mike Donlon; Dean Messer; Heidi Rooks; Cindy Garcia; Karen Gehrts; Jason Kindopp; Michal Koller; Sonia Miller; Joanna Gonzales; Matt Hicks; Jason Moore

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## Agenda

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1. Safety Moment (5-Minutes/Donald)
2. DWR Steering Committee Update (5-Minutes/Don)
3. DWR Safety Committee Update (5-Minutes/Don)
  - Visibility Communication
    - How is the Division going to get the word out.
      - Safety Poster where should one be placed (wall mount, free standing), email, aquanet, monthly memo
  - Discussed having short safety courses online
    - Sign in sheet and possibly a test for comprehension-Options
4. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
  - Open Safety Concerns – Facilities Issues
  - Were there any incidents (Joanna)
  - EAP maps-are in and the EAP is out for final Staff name changes.
  - Monthly memo-The committee will be responsible for creating a monthly memo for Dean to send out to staff via email a copy will be placed on Safety Poster (location to be determine)
    - Who will help write next months
  - Boat Training- types, training (Waller, Dempsey)
5. Other/Open Items (10-Minutes/Cindy)
  - Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
    - Are the Safety Subcommittee members interested in helping setting-up a safety stand down day at 3500 Insustrial blvd.?
    - Safety Expo 2014 April 15-17, 2014 at Consumnes River College (see handout)

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1. Safety Moment (5-Minutes/Donald)
  - AquaNet: has posted safety moments Winter driving safety
  - Mike D: outdoor motion-sensor lights have been installed at the stations.
2. DWR Steering Committee Update (5-Minutes/Don)-
  - 23 of the 25 BCP safety positions have been approved. (They are still planning the funding, etc.)
  - Cell phone booster- are not considered IT, but accessories so can purchase as needed. Buy the booster with the larger antenna. It might be a good idea to buy on an as-needed basis (to keep costs down).
3. DWR Safety Committee Update (5-Minutes/Don)
  - o Visibility Communication
    - o How is the Division going to get the word out.
      - Safety Poster where should one be placed (wall mount, free standing), email, aquanet, monthly memo. The Executive committee is working on preparing the poster.
  - o Discussed having short safety courses online
    - o Sign in sheet and possibly a test for comprehension-Options
4. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
  - o Open Safety Concerns – Facilities Issues
  - o Were there any incidents (Joanna)
    - Spoke with Joanna and Laura H. to create a process of “sanitizing” the incident report (removing personal information) and combining into a “Lesson Learned” for the newsletter- so that employees can learn from the incident without identifying their person.
  - o EAP maps-are in and the EAP is out for final Staff name changes.
    - Is in final review stage.
    - Want to format to a document so can make any edits easier in the future.
  - o Monthly memo-The committee will be responsible for creating a monthly memo for Dean to send out to staff via email a copy will be placed on Safety Poster (location to be determine)
    - o Who will help write next months- any suggestions are welcome.
    - Petra will help with the January memo.
  - o Boat Training- types, training (Waller, Dempsey)
    - Scott sent out an email to the Branch chiefs to ask which employees need the training. (Dept. of Interior MBCC training is only for federal boats.)
    - DES should create guidelines of required training for different levels of boat operation for different types of boats (canoes, air boats, too) and for existing and new staff. There should be general boat training and study-specific training (for certain areas or boats, etc.). Should have different training for operators and boat deck-hands. Mike and Scott will work to develop the guidelines for the training.
5. Other/Open Items (10-Minutes/Cindy)
  - o Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-

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- Are the Safety Subcommittee members interested in helping setting-up a safety stand down day at 3500 Insustrial blvd.?
  - Will need help and input from committee members to accomplish this.
  - Possibly in the summer of 2014?
  - Ideas: boat trailer competition and training; ask CHP and Fire Marshall to attend; boat inspection training; ask the consultants if they want to participate; any other ideas?
- Safety Expo 2014 April 15-17, 2014 at Consumnes River College (see handout from last meeting)
  - Great event- check the webpage and see the training offered.

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## Next Meetings

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- ✓ January 27, 2014 from 9- 10am